PERSONNEL
STATE HOUSE STA. #4

DEPARTMENT
AUGUSTA, ME 04333

STATE OF MAINE

AGENCY WIDE PROMOTIONAL OPPORTUNITY

Agency: Department of Human Services
Pay Range: 26
Bargaining Unit: B

Date Issued: November 9, 1987
Date Closing: November 23, 19
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HBernstein
Bull # 6109

HEALTH PROGRAM MANAGER (424000)

$442.40-485.20-507.20-531.60-554.80-581.20-609.20/wk.

PURPOSE OF ANNOUNCEMENT: To recruit qualified candidates for an immediate vacancy in Bureau of Health, Department of Human Services, Augusta, Maine.

SCOPE OF WORK: This is administrative and managerial work in directing the ~~Diabetes~~ Cont Program in the Bureau of Health.

TYPICAL DUTIES:

- Prepares program budgets, devises and implements necessary fiscal monitoring systems
- Designs and implements a public health program of ~~diabetes control~~ in order to red morbidity, mortality and associated economic burdens due to ~~diabetes~~ and complications.
- Determines and achieves the goals and objectives to be carried out under the assig program area.
- Develops, reviews and administers agency grant proposals for program funding.
- Approves, monitors and evaluates agency grants and contracts with resource groups.
- Oversees the work of subordinates.
- Oversees the collection of data.
- Attends meetings, gives lectures and teaches material concerning ~~diabetes~~.
- Maintains an up-to-date knowledge of current regulations, policies, procedures, medical advances involving ~~diabetes~~.

REQUIRED KNOWLEDGES AND ABILITIES:

- Knowledge of health program management principles, theories and practices.
- Knowledge of health and medical care delivery systems and services available thro public and private providers.
- Knowledge of socio-economic impact of ~~diabetes and other~~ chronic diseases.
- Knowledge of program budgeting, grants administration and program fiscal monitor practices and techniques.
- Ability to develop program budgets, write grants and write grant reports.
- Ability to plan, direct, implement and evaluate a health services program.
- Ability to communicate and consult effectively with individuals and groups invol with providing effective health care programs and services.
- Knowledge of chronic diseases and proper public health responses.
- Ability to deal with physicians, health agencies and the public.

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POST IN A PROMINENT PLACE

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GENERAL INFORMATION TO CANDIDATES

1. HOW TO APPLY: Applications may be obtained from the Department of Personnel, State House Station 4, Augusta, or any local office of the Maine Employment Security Commission. You may apply to be examined for a variety of State positions, but you must submit a separate application form and strip of cards for each position for which you wish to apply. Applications are considered for employment based upon information supplied on the application plus supporting documents. Incomplete or inadequate entries may cause an application to be unnecessarily rejected.
2. EXPERIENCE SUBSTITUTED: In rating experience and training qualifications as listed, applicants will be accepted for examination if their applications show an acceptable equivalent combination of experience and training, except where educational qualifications are reflected in necessary registrations such as to practice medicine or engineering, or where such educational requirements are set as standards by federal agencies making grant-in-aid or otherwise contributing to State programs.
3. ORAL EXAMINATION: The Personnel Department reserves the right to include an oral examination as a component part of the examination and to summon only those candidates receiving a satisfactory rating in the preceding phases of the total examination process.
4. RESUMES: Education, training and experience used for meeting minimum qualifications used in establishing a score through a training and experience evaluation must be listed on the application itself. You may amplify or supplement this information by use of a resume.
5. CLOSING DATES: We adhere strictly to these dates so make sure your application arrives on time and is complete.
6. SALARY: Appointments normally will be made at the beginning step in the salary range.
7. APPEALS: Any competitor may appeal to the Commissioner of Personnel for a review of his/her rating in any examination. Such appeals must be requested in writing and within thirty calendar days after the date such examination notice result was postmarked.
8. APPOINTMENTS: Appointments are made by the various State Department Heads and not by the Personnel Department. When there is a vacancy in any department the Personnel Department submits a list of eligibles from the appropriate register. The Department Head may select anyone of those certified to fill the vacancy. The remaining names are returned to the list and will be considered for other vacancies.
   NORMAL ORDER REFERRAL. Persons who are 1. on layoff; 2. agency employees; 3. other state employees, 4. others.
9. PROBATIONARY PERIOD: All appointments to permanent positions are made for a probationary period of not less than six (6) months, and this probationary period is an essential part of the examination process. During this period, the work and conduct of the employee are systematically checked and reported on by a supervisor to determine whether permanent appointment is desirable.

MINIMUM QUALIFICATIONS: A Baccalaureate Degree in Public Health, Health Sciences, Health Education, the Behavioral Sciences, Nursing supplemented by a minimum of three (3) years experience in health program planning, development, implementation and evaluation or a Masters Degree in one of the above areas and one (1) year of experience in a public health program or an acceptable equivalent combination of education, training and experience.

EXAMINATION: Will consist of a numerical evaluation of training and experience (100%).

APPOINTMENT LIST: (Register) will be established on an Agency Promotional basis and will be merged with the existing register.

NOTE: All completed application materials must be received by the Bureau of Human Resources, Station #4, Augusta, Maine no later than 5:00 p.m., November 23, 1987.

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